



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 6

Directorate: National Probation Service (Development & Business Change / Efficiency & Innovation)

Job Description: Efficiency Lead

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NPS Job Description

Job Title	Efficiency Lead
Directorate	National Probation Service
Band	6

Overview of the job	<p>The Efficiency & Innovation team will be responsible for optimising the use of the resource available to the NPS. The Efficiency Lead will support the Efficiency and Innovation Senior Manager to deliver resource management, identifying and coordinating efficiency priorities and business development activity. The job holder will be responsible for ensuring that the NPS spends public money wisely and will therefore become fully involved in all aspects of contracting and suggesting ideas for delivering cost savings.</p> <p>In Wales these roles will go further than Probation efficiency – they will also include prison / probation integration.</p>
Summary	<p>The Efficiency Lead will support the Efficiency and Innovation Senior Manager to deliver resource management, identifying and coordinating efficiency priorities and business development activity.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Contribute to Efficiency in Service Delivery</p> <ul style="list-style-type: none"> • Collate service standard information regarding services provided nationally by the NPS to ensure that they are delivered in accordance with the service delivery indicators and specifications • Ensure the effective use of public money across the organisation through the analysis of this service standard information • Create an activity-based costing model for the NPS and ensure that it is up-to-date • From cost model information, identify areas for efficiencies and raise these to the Efficiency and Innovation Senior Manager • Develop Management Information reports as well as systems and process for collecting customer feedback on the balance between efficiency and effectiveness • Develop action plans/new processes for new projects together with suppliers and stakeholders to address inadequate performance and areas of waste in the organisation • Ensure efficient delivery of services in accordance with service delivery indicators and specifications • Identify areas for efficiencies and recommend actions for the team • Define systems and processes which enable collection of information on organisational performance • Development of management information reports which enable performance analysis <p>Develop Team and Partnership Working</p> <ul style="list-style-type: none"> • Develop productive working relationships with colleagues, suppliers and stakeholders • Contribute to proposals to meet external tendering requirements • Contribute to external contracts and agreements • Build own and team's understanding of organisational markets and customers, through liaison with key stakeholders • Environmental scanning and work with external agencies <p>Plan and organise</p> <ul style="list-style-type: none"> • Support development of programme formation and implementation

	<ul style="list-style-type: none"> Plan, implement and manage the sharing of knowledge and good practice to inform innovation and improve service delivery across the organisation <p>Determine the effective use of resources</p> <ul style="list-style-type: none"> Create budgets and unit costs for programmes of work Identify areas for efficiency Advise on financial and resourcing issues to inform objectives and forward planning Manage budget for the area of Efficiency <p>Use communication effectively</p> <ul style="list-style-type: none"> Providing information, feedback and advice Influencing and persuading Using appropriate skills, styles and approaches <p>Enhance own performance</p> <ul style="list-style-type: none"> Manage own resources and professional development <p>Use information to take critical decisions</p> <ul style="list-style-type: none"> Liaise with staff to receive, collate and analyse information, using systems and compiling reports as necessary Develop and utilise data to identify trends and take appropriate action to maintain and enhance performance Plan, implement and manage systems for the exchange of sensitive information, data and intelligence <p>Manage People</p> <ul style="list-style-type: none"> This post may hold line management responsibility for other members of the team Supervise the work of the Efficiency team member Train and provide advice and professional development across the Division in the area of efficiencies <p>Manage Diversity and Quality</p> <ul style="list-style-type: none"> Contribute to a culture and systems that promote equality and value diversity Adhere to the diversity policies of the service and collaborate as appropriate with the Equalities and Diversity Unit <p>Manage Quality</p> <ul style="list-style-type: none"> Contribute to continuous quality improvement Monitor external markets, practice, trends and development to ensure best practice internally Manage compliance with quality systems <p>Manage Projects</p> <ul style="list-style-type: none"> Ensure an effective approach to project and process evaluation Maintain effective communication with project stakeholders <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alternations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
Behaviours	<ul style="list-style-type: none"> Leadership Working Together Changing and Improving Delivering at Pace Communicating and Influencing Making Effective Decisions

Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Demonstrate experience of stakeholder management • Demonstrate experience of successfully identifying and improving efficiency of an organisation
Technical requirements	<p>NVQ Level 5 or equivalent in a relevant subject (or appropriate practical experience).</p> <p>Microsoft: Word, Excel, Outlook, and PowerPoint.</p>
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Leadership			Experience of stakeholder management	NVQ Level 5 or equivalent in a relevant subject (or appropriate practical experience)
Working Together			Experience of successfully identifying and improving efficiency of an organisation	IT Skills; Microsoft: Word, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Changing and Improving				
Delivering at Pace				
Communicating and Influencing				
Making Effective Decisions				